

## Allotment Accounts

### Objective

To establish, change, or inactivate an allotment account within the Minnesota Accounting and Procurement System (MAPS) so that expense budgets can be entered and money encumbered and expended. To provide structure for the biennial budget.

### Policy

Agencies must develop their fiscal management structure by identifying the legal or statutory authority for spending state funds. Allotments are breakdowns of appropriations into smaller management control units and establish maximum spending for a group of expense budgets. Kind, Program, Budget Activity, and Management Activity codes are used on allotments so that current and historical expenditure data can be uploaded to the Biennial Budget System (BBS) for purposes of budget development. Agency management needs to carefully consider how allotments are established and what salary and other expenses to include. The memo amount is **optional** and used for information purposes only.

The following table shows the valid MAPS **Kind Codes**:

<b>CODE</b>	<b>NAME</b>	<b>DESCRIPTION</b>
A	Direct Omnibus	Expenditures from direct appropriations provided for in law.
B	Direct, Special	LCMR direct appropriations only.
C	Direct from Inter-fund Transfer	Amounts that were originally appropriated in another appropriation/fund and transferred to this appropriation/fund for expenditures.
D	Dedicated, Non-Tuition	Allotment of dedicated receipts (non-tuition)
E	Dedicated, Tuition	Allotment of dedicated receipts of higher education tuition receipts.
F	Open and Standing	Allotments of appropriations in law or statute that are not a sum certain (open) or that require no additional legislative

		action for subsequent biennia (standing) or additional appropriations.
G	Open from Inter-fund Transfer	Allotment of open appropriations transferred from one appropriation/fund to another with the same fund.
H, I		No longer used.

The Minnesota Management & Budget (DOF), Budget Operations staff periodically reviews kind codes for accuracy. The MAPS system serves as the platform for biennial budget development.

An allotment must be established before an expense budget is entered and funds encumbered and spent. The allotment document (AL) is used to create allotment accounts. Users can enter, as well as modify, AL documents with approval from their own agency. However, once expenditures have been charged to a given allotment account, the account's purpose and programmatic coding should not be changed for at least five years. Changing the functions of an allotment account makes it difficult to compare information between fiscal years.

Accounts may be inactivated to prevent further encumbering and spending of funds. DOF recommends that no changes be made to allotment programmatic coding.

### Forms

No specific forms are required.

### General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Identify the Fiscal Year, Fund, Agency, Organization and Appropriation Unit. Allotment accounts can be located at the same or lower organization level as the appropriation.	Agency
2.	Create a unique organization code for each separate allotment account that the agency intends to create within an appropriation.	Agency
3.	Enter a memo amount (optional)	Agency
4.	Enter the Kind, Program, Budget Activity, and Management Activity codes as appropriate.	Agency

5.	Follow agency procedures to enter and approve the document.	Agency
6.	If a document is rejected, review the document requirements, make corrections, and resubmit for approval.	Agency

### **See Also**

[MAPS Operating Policy and Procedure 0203-01 - Organizations](#)

[MAPS Operating Policy and Procedure 0204-01 - Programmatic Structures](#)

[Annual Operating Budget Instructions](#)

[Budgeting and Planning Classroom Course](#)